21st Century Skills

Collaboration

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Questions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Skills | Advanced -4 | Proficient - 3 | Basic -2 | Minimal -1 |
| --- | --- | --- | --- | --- |
| C:\Documents and Settings\kboguszewski\Local Settings\Temporary Internet Files\Content.IE5\GR2RQMOC\j0439612[1].png  Roles: Leader, Speaker, Listener, Note taker, Timekeeper, | I can take on a variety of roles in the group and I perform these roles with ease. | I usually take on any role assigned and have knowledge of most roles. | I can assume different roles in the group, but I do not practice the responsibilities necessary for each. | I need assistance assuming group roles. |
| C:\Documents and Settings\kboguszewski\Local Settings\Temporary Internet Files\Content.IE5\HOSHVAVO\j0441572[1].wmf  Openness | I share ideas and concerns and encourage discussion. I listen to all ideas and respect other’s opinions. I want group consensus. | I share ideas and concerns openly and honestly in almost every case. | I occasionally share ideas and concerns.. | I have difficulty openly sharing ideas and concerns. |
| C:\Documents and Settings\kboguszewski\Local Settings\Temporary Internet Files\Content.IE5\86AJZI3I\j0438690[1].jpg  Leadership | I am frequently identified as a leader. I assume a follower role when this is in the best interest of the group. I summarize ideas and opinions. I encourage everyone to share their ideas and opinions. | I accept more leadership roles, but I am still more comfortable as a follower or “team player.” | I am able to assume leadership role with guidance and assistance. I am a better listener than speaker. | I choose not to accept leadership role. I sometimes do not pay attention to what others are saying. |
| thinking  Reflection | I reflect on collaborative experiences for the purpose of improvement; I independently use lessons learned to improve current and future group productivity. | I reflect on collaborative experiences and am usually able to accurately analyze strengths and weaknesses. With some prompting, I am able to transfer that learning to future collaboration. | I do reflect on collaborative experiences. I recognize the group’s success or failure, but I am not able to understand what contributed to such success or failure without help. | I do not reflect on collaborative experiences. |
| C:\Documents and Settings\kboguszewski\Local Settings\Temporary Internet Files\Content.IE5\K9YN678R\MPj04393560000[1].jpg  Shared Goals and Responsibilities | I participate in the formulation of goals and I readily commit to the shared goals for the group. I accept responsibilities I complete all responsibilities on time and I give assistance to others as needed. | I understand and commit to the shared goals of the group. I accept responsibilities readily and complete the tasks in a timely fashion with acceptable quality. | I say I will commit to the shared goals of the group, although I often do not completely understood or complete the goals. I accept responsibilities that are given and usually complete the tasks, although I focus on completing the task rather than on the quality of work. | I am not able to commit to shared goals. I avoid responsibility for tasks. If I am assigned a task I usually do not complete it or I complete the task poorly. |
| AG00218_[1]Note taker | I take notes of what is discussed during the meetings and share the notes with others electronically. | I take notes at the meetings but sometimes forget to share them with the group after the meeting. | I need assistance taking notes and sharing them with the group.. | I do not choose to take notes for the group but I take my own notes. |
| C:\Documents and Settings\kboguszewski\Local Settings\Temporary Internet Files\Content.IE5\HOSHVAVO\j0348783[1].wmf  Timekeeper | I keep track of the time of the meeting so we can get back to work on time. I let the group know when we have 2 minutes left. | I keep track of the time of the meeting and tell the group when the time is up. | I keep track of the time of the meeting and with assistance will tell the group when the time is running out. | I keep track of the time with assistance. |